

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

ADVANCE COPY

November 10, 1969

CIRCULAR NO. A-7

Revised

Transmittal Memorandum No. 9

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Standardized Government Travel Regulations

1. Purpose. This Transmittal Memorandum amends section 6.2b(1) and section 6.12b(1) of the Standardized Government Travel Regulations to give effect to P. L. 91-114, enacted November 10, 1969. That Act increased the maximum per diem rate for travel within the limits of the "continental United States" (the 48 contiguous States and the District of Columbia), and also the maximum per diem which may be allowed within the continental United States, and elsewhere, whenever the actual expense method of reimbursing for travel has been authorized by the heads of departments and establishments because of unusual circumstances.

2. Amendments. Section 6.2b(1) of the Standardized Government Travel Regulations is amended by substituting the amount of \$25 for the amount of \$16; and section 6.12b(1) is amended by substituting (a) the amount of \$40 for \$30, and (b) the amount of \$18 for \$10.

3. Administrative control. As provided in the Regulations, the \$25 amount is the maximum per diem which may be authorized for travel within the continental United States, and the amount of \$40, and the amount of \$18 plus the applicable per diem rate, are ceilings beyond which daily actual expenses (when such method is justified and authorized) may not be reimbursed.

As set forth in the Regulations, it is the responsibility of each department and agency to authorize only such per diem allowances as are justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors such as known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals will be required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly where repeated travel is involved; the mode of travel where sleeping accommodations may be provided as part of the

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transportation expense; and travel assignments involving duty for extended periods at temporary duty stations where travelers may be afforded an opportunity to secure less expensive lodging and meals.

In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of the same agency, the agency or agencies sponsoring the meeting or conference are requested to recommend to the other participating agencies or components a uniform rate of per diem allowance that would be reasonable in view of the circumstances of the particular meeting or conference.

As provided in the Regulations, travel authorizations on an actual expense basis will be limited to specific travel assignments where, due to the unusual circumstances of the assignment, the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler.

4. Effective date. These amendments are effective November 10, 1969.

ROBERT P. MAYO
Director

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5. [] Received a call from Mr. John R. Blandford, Chief Counsel, House Armed Services Committee, who

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6. [] Met with Chairman George P. Miller, House Science and Astronautics Committee, and briefed him on a Soviet Cosmos mission.

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7. [] Met with Miss Berniece Kalinowski, personal secretary to Mr. Frank Slatinshek, House Armed Services Committee staff, and advised her for Mr. Slatinshek that the proposed amendments to the Agency's retirement act were approved by Bureau of the Budget.

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8. [] Met with Mrs. Strand, in the office of Representative Ogden Reid (R., N. Y.), who advised that she talked to [] today. [] advised her that there are no foreign students in the group who will be attending the briefing at the Agency on [] is forwarding a list of the names of students and faculty members who will be attending. She also advised that the group will have their own bus transportation to move them from one place to another while in the District. [] has been advised.

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9. [] Met with Mrs. Oneta Stockstill, House Armed Services Committee staff, who advised that she had interviewed [] today and found her a delightful person. [] comes well recommended to the Committee. Mrs. Stockstill told her that there are no openings at present but that she will keep her in mind. I thanked Mrs. Stockstill for the information and told her that I would be pleased to provide anything she might need from the Agency.

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10. [] Talked briefly with Mr. Robert Michaels, House Appropriations Committee staff, who advised that he does not expect any more word from the Chairman concerning next week's meeting of the CIA Subcommittee before Monday. He will call if word is received before then.

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11. [] Met with Gertrude King, in the office of Representative Thomas Morgan (D., Pa.), who apologized for the misinformation set forth in Representative Morgan's letter of 13 October. Miss King asked that the letter be returned. I advised Miss King that we would forward a short letter to Representative Morgan explaining that [] was not employed by the Agency because of information set forth in her preliminary medical review. Miss King was most appreciative.

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12. [] Mr. Wilfred H. Rommel, Assistant Director for Legislative Reference, Bureau of the Budget, called clearing, on a no objection basis, for transmittal to the Congress our proposed CIA Retirement Act amendments. He also said that upon completion of our actuarial study BOB would like to be advised of the "normal costs" of the system and plans for handling "unfunded liability" of the Fund. See Memo for the Record.

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[]
JOHN M. MAURY
Legislative Counsel

cc:
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O/DDCI

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[]
[]
Mr. Houston
Mr. Goodwin
DDI
DDS
DDS&T
OPPB
EA/DDP

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Item 5 - []
Item 8 - []
Item 9 - OP
Item 11 - OP, OS

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MEMORANDUM FOR THE RECORD

SUBJECT: CIA Retirement Act

1. Mr. Wilfred H. Rommel, Assistant Director for Legislative Reference, Bureau of the Budget, called clearing our legislative package submitted 21 October 1969 to update the CIA Retirement Act to the Daniels bill. He said the clearance was on a "no objection" basis.

2. Mr. Rommel said that, upon completion of the actuarial study of the CIA Retirement Act, BOB would like to receive advice on the extent to which the new contribution rates, equaling 14 percent, are sufficient to meet "normal costs" and recommendations from the Agency on a plan to meet the "unfunded liability" of the Fund.

3. Mr. Rommel said we would be receiving a letter from BOB on the above points, but that he wanted to give us oral clearance so that we could transmit our legislation to the Congress immediately.

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Assistant Legislative Counsel

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